

# **NOAA COMMISSIONED OFFICER BILLET DESCRIPTION**

**TO: DIRECTOR, COMMISSIONED PERSONNEL CENTER, CPC**

**FROM:** Scott Rayder

**ROUTING CODE:** A

**ADDRESS:**

14th Street & Constitution Avenue, NW  
HCHB Room 5128  
Washington, D.C. 20230

**THRU (Liaison Officer):**

Executive Dir. to the Deputy Under Secretary

**BILLET TITLE:**

**BILLET #:**

9314

Executive Director to the Chief of Staff

**PHONE NUMBER:**

**RANK REQUESTED:** (0-2, 0-3, 0-4, etc.)

O-6

**GS/GM EQUIVALENT:**

SES

(This block to be completed by liaison officer)

**IS THIS A NEW BILLET:**

☐ YES

☒ NO

**BILLET PRIORITY:**

☒ A.

☐ B.

☐ C.

☐ R

**IMMEDIATE SUPERVISOR:**

Scott Rayder

**TITLE:**

NOAA Chief of Staff

**PHONE NUMBER:**

(202) 482-3436

## **EDUCATIONAL REQUIREMENTS:**

Working knowledge of NOAA line and staff office responsibilities. Demonstrated effective leadership while carrying out NOAA's mission. Outstanding performance in positions requiring management (personnel and programmatic), budget, and operational execution. Familiarization with the Department of Commerce and NOAA Strategic Plans. Thorough knowledge of NOAA's Diversity and EEO plans and activities.

## **OTHER QUALIFICATIONS (INCLUDE PARTICULAR SECURITY CLEARANCES, SKILLS, ETC...)**

Top Secret security clearance

## **1. GENERAL DESCRIPTION OF BILLET:**

The incumbent of this position serves as the Executive Director to the Chief of Staff in the Office of the Under Secretary, National Oceanic and Atmospheric Administration (NOAA) and is responsible for leadership and management for effective operations of the Program Coordination Office (PCO), the Decision Coordination and Action Office (DCAO), and the Under Secretary and Associate Offices (USAO), including personnel management responsibilities. On behalf of the Chief of Staff, the Executive Director develops, implements, and updates operational procedures, practices, and policies for the DCAO and PCO to ensure effective and timely operations and support for NOAA leadership. The incumbent provides daily briefs for the Under Secretary. The incumbent acts for the Chief of Staff in his absence, and on a daily basis, has the authority to speak and make decisions for him.

The Executive Director reports to the Chief of Staff.

## **2. DUTIES AND RESPONSIBILITIES:**

a. Is this a supervisory billet? ☒ YES ☐ NO

b. If so, state number and grade of personnel supervised. Number: 12

Grade(s): GS-12 to GS-14

- Provide leadership and management for effective operations of the Program Coordination Office (PCO), Decision Coordination and Action Office (DCAO), Under Secretary and Associate Offices. This includes personnel and budgetary management responsibilities.
- Serve as liaison between NOAA Headquarters and the Staff Office Directors regarding budgetary and policy matters.
- Work closely with NOAA's Line and Staff Offices Assistant and Deputy Assistant Administrator's to address NOAA wide management, policy, and allocation issues.
- Work closely with NOAA leadership; provide management and oversight of all DCAO (NEC, NEP, NOAA Staff Meeting) archiving, and follow-up of PCO and DCAO actions, briefings, and reports.
- Ensure staff work and resources meet objectives and policies of the Office of the Under Secretary and ensures they are implemented in an effective and timely manner.
- Conduct comprehensive analysis of policy proposals submitted for approval to the NOAA Executive Council (NEC) and the NOAA Executive Panel (NEP) and report to the Chief of Staff and Deputy Under Secretary.
- Resolve personnel and resource staff issues involving headquarters offices.
- Work closely with Chief of Staff and Staff Office Directors to ensure accomplishments office goals and objectives are met.

3. CAREER DEVELOPMENT OPPORTUNITIES:

The billet afford the opportunity to gain exposure to, work with, and alongside the top management of NOAA, and at times the Department of Commerce (DoC), thus allowing the incumbent the ability to influence NOAA's direction.

Incumbent will gain a broad based knowledge of all NOAA programs and be afforded the opportunity to foster relationships with NOAA leadership from the DAA's to the Under Secretary.

The incumbent will develop an understanding of the concerns and issues affecting both the DoC and NOAA.

The incumbent is exposed to the political dynamics (from the White House, Congress, and DoC) and their impact on NOAA.

The Incumbent will be provided detail opportunities to ensure they have the background, tools, and exposure necessary to join the Senior Leadership as a Flag Officer.

4. ADDITIONAL COMMENTS:

The incumbent represents the Under Secretary when a specific action(s) needs to be taken.

The Incumbent briefs members of Congress, Congressional Staffers, Office of Management and Budget, and liaisons with the White House.

The incumbent undertakes special projects and activities in support of the Chief of Staff, Under Secretary and NOAA.

SIGNATURE OF SUPERVISOR:



DATE:

10/27/2005